

1 APRIL 2003



Command Policy

INSTALLATION EXERCISE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 45 SW/IGV (Maj Jason Mantaro)
Supersedes 45SWI10-201, 1 December 2001

Certified by: 45 SW/IG (Lt Col Ralph Gracia)
Pages: 13
Distribution: F

This instruction implements AFI 10-204, *Readiness Exercises and After-Action Reporting Program* and AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. It provides the basic structure, guidance, and policy for designing, planning, executing and evaluating contingency exercises conducted by the 45th Space Wing Exercise Evaluation Team (EET). It identifies responsibilities for all organizations assigned to Patrick AFB (PAFB) and Cape Canaveral Air Force Station (CCAFS). It applies to all personnel who design, plan, schedule, conduct, evaluate, monitor or participate in 45 SW EET exercises. Contractor personnel are encouraged to participate to the greatest extent possible, consistent with the applicable statement of work (SOW).

SUMMARY OF REVISIONS

This instruction has been updated to reflect changes in the 45 SW organizational structure and is rewritten to reduce redundancy. Evaluation result categories were changed and “finding” cause codes were added to comply with HQ procedures. New requirements were added to comply with Higher Headquarters guidance. A bar (|) indicates revised material since the last edition.

1. Objective. 45 SW host and tenant organizations participate in a variety of exercises. This instruction establishes an EET to manage contingency exercises conducted or supported by the 45 SW, including:

- 1.1. Exercises involving units assigned to the 45 SW.
- 1.2. Exercises conducted by HQs (USAF, AFSPC, 14 AF, etc.) requiring 45 SW participation.
- 1.3. Units may accomplish independent exercises to satisfy unit specific requirements. Exercises, when involving multiple organizations (for example, Disaster Control Group exercises), will be coordinated with the EET Chief prior to initiation. The EET will make every effort to incorporate these types of exercises into concurrent wing exercises to lessen the impact to base resources. Coordinate

wing and organizational exercises through Wing Safety at least one week prior to the exercise start date.

1.4. Tenant exercises involving only tenant resources, will not be managed by the 45 SW EET. The team will support tenant exercises on a case-by-case basis. Tenant organizations will coordinate all exercises through Wing Safety at least one week prior to the exercise start date.

2. Responsibilities. All planners and participants are responsible for the safe accomplishment of exercise scenarios.

2.1. Commanders and staff agency chiefs of all organizations assigned to the 45 SW will support all exercises to the maximum extent possible. Commanders and staff agency chiefs also:

2.1.1. Ensure highly qualified and knowledgeable personnel are identified to fill positions as EET members.

2.1.2. Appoint a trusted agent upon request.

2.1.3. Recommend unit specific requirements for incorporation into exercise scenarios through their EET member(s) or trusted agents.

2.1.4. Reply to discrepancies documented in exercise evaluation reports as outlined in the report.

2.2. **The 45 SW/IGV.** 45 SW/IGV consists of the EET Chief and the EET Deputy. 45 SW/IGV appoints the EET Chief to manage the EET and evaluate installation and unit responses to contingency exercises. This is accomplished by:

2.2.1. Devising and developing checklists to guide exercise evaluation.

2.2.2. Formulating and implementing checklists based on higher headquarters plans, local directives, and checklists IAW AFI 10-2501, Ch 10, para 10.6.1.2.

2.2.3. Maintaining appointment records and scheduling training for EET members. Providing EET identification badges and hats to trained EET members.

2.2.4. Publishing and maintaining a calendar of exercises and other EET-related activities.

2.2.5. Coordinating with EET team leaders, trusted agents, and others as necessary to develop exercise objectives, areas for evaluation, exercise scenario development and evaluation checklists.

2.2.6. Coordinating exercise participation with tenant units, contractors and local community, as required.

2.2.7. Managing the procurement and employment of smoke grenades and ground burst simulators.

2.2.8. Receiving, evaluating and responding to simulation and shortfall requests.

2.2.9. Pre-briefing the senior staff on exercise objectives and areas of evaluation.

2.2.10. Pre-briefing EET members prior to each exercise on the objectives, guidelines, simulations, procedures, safety issues and areas for evaluation.

2.2.11. Ensuring the EET is in compliance with the risk management process as it applies to exercise evaluation. In addition, ensuring the results of the process is documented and on file prior to exercise initiation.

2.2.12. Providing a simulation cell (sim switch) to act as agencies outside the Wing (for example, HQ AFSPC, the Governor of Florida, Satellite Beach Fire Department, etc.), as appropriate.

2.2.13. Providing exercise guidance to control the exercise and ensure exercise objectives are met.

2.2.14. At the conclusion of the exercise, validating findings and conducting a debriefing with the EET and exercise participants as soon as possible following exercise termination.

2.2.15. Debriefing the senior staff on major findings.

2.2.16. Preparing a written evaluation report.

2.2.17. Reviewing corrective actions.

2.3. **EET Team Leader.** Team leaders are responsible to the EET Chief for the development of an individual exercise scenario or for a particular portion of an exercise (i.e., the 45 WS EET member will be the Team Leader for the Natural Disaster Response Exercise [NDRE] conducted to prepare for a hurricane). At CCAFS, the Team Leader will be the EET member from the organization requesting the exercise.

2.4. **Members.** Organizations will designate only highly qualified personnel to provide functional area expertise to the EET and serve as evaluators during exercises. For civilian employees, the EET assignment must be related to their current duties. Members must have expertise in their functional area and, if applicable, should hold at least a "7" skill level in their respective Air Force Specialty Code. Additionally, each member should have a minimum of twelve months remaining on station at the time of appointment. See [Table 1.](#) for specific EET composition requirements. Units will assign at least one primary and one alternate member. Unit commanders and staff agency chiefs may assign more members as necessary according to unit size and mission.

2.4.1. All members of the EET will be identified by their respective commanders or staff agency chief in writing to the EET Chief and to Civil Engineer Readiness Flight (45 CES/CEX). Replacement personnel will be identified at least 30 days prior to the departure of current team members. The departing EET member will brief replacements.

Table 1. EET Composition.

WING STAFF	45 OG	45 MXG	45 MDG	45 MSG
45 SW/CP	1 SLS	DET 1, 45 MXG	45 MDG	45 CES/CED
45 SW/FM	3 SLS	DET 2, 45 MXG		45 CES/CEF
45 SW/HC	45 OSS	45 SCS		45 CES/CEO
45 SW/IGV	45 RANS			45 CES/CEV
45 SW/JA	45 WS			45 CES/CEX
45 SW/PA	OGV			45 MSS/DPF/DPM
45 SW/SEG				45 SFS
45 SW/SEF				45 CONS
45 SW/SESE				45 LRF
45 SW/ATO				45 SVS
TENANTS		CONTRACTORS		
AFOSI, Det 802		Joint Base Operations Support Contractor		
AFTAC		Environmental Support Contractor		
NOTU		Consolidated Safety Support Contractor		
DET 8, SMC				
920 RQG				

2.4.2. Members are responsible for:

2.4.2.1. Keeping close-hold information in strict confidence and divulging only that which is approved by the EET Chief.

2.4.2.2. Receiving required DCG and EET training as scheduled by the EET Chief.

2.4.2.3. Providing input to the risk management process for exercise evaluation as it applies to the member's respective area of expertise. The Safety EET members will facilitate the process to ensure the results are accurate and will accomplish all documentation.

2.4.2.4. Conducting evaluations according to scenario guidelines and evaluation checklists.

2.4.2.5. Being available throughout the exercise and critique period to evaluate, answer questions, provide additional information and validate findings. EET members will be released to their work centers by the EET Chief as soon as possible following exercise termination (ENDEX).

2.4.2.6. Coordinating and integrating inputs with EET and adapting information to the overall scenario.

- 2.4.2.7. Maintaining an EET inspection book or access to the information electronically.
- 2.4.2.8. Creating and maintaining inspection checklists for the various exercise situations in their respective areas of responsibility, or access to the same information electronically.
- 2.4.2.9. Attending exercise planning meetings and other events scheduled by the EET Chief, as appropriate. Accomplishing pre-exercise coordination with appropriate agencies prior to initiation of the exercise (i.e., PA EET member accomplish public notifications and advance news releases if deemed necessary).
- 2.4.2.10. Providing exercise objectives, scenario inputs and other inputs as required by the EET Chief.
- 2.4.2.11. Providing feedback on unit performance to their squadron commander or division chief within two duty days of exercise termination.
- 2.4.2.12. Monitor and evaluate assigned areas. They position themselves to minimize interference with the activity being evaluated. EET members will supply additional exercise guidance or resolve conflicting scenario information only when necessary.
- 2.4.2.13. Providing written, validated write-ups to the EET Chief no later than three duty days after exercise termination. Issues that must be submitted to the EET Chief for review include:
 - 2.4.2.13.1. Safety issues.
 - 2.4.2.13.2. Issues involving or impacting more than one squadron.
 - 2.4.2.13.3. Issues requiring Group or Wing level involvement to resolve.

3. Policies.

- 3.1. The EET is managed by a primary duty staff and augmented with members from appropriate wing and tenant organizations. Once an exercise begins, all participating team members will assist the EET Chief until released back to their respective duty section. Members of the EET are responsible to provide their individual unit commander/division chief with an evaluation of the unit's performance no later than 2 duty days from ENDEX.
- 3.2. A risk management approach to safety, fire prevention and occupational health hazards will be used in the planning and conduct of all exercises as outlined in AFI 91-202, *US Air Force Mishap Prevention Program*. The results of the risk management process will be documented and maintained on file by the EET Chief. Hazards assessed a risk assessment code (RAC) of 1, imminent danger, will not be tolerated. Situations resulting in a RAC of 2, serious, or 3, moderate, may be approved by the Wing Commander or designated representative if interim control measures reduce the risk to an acceptable level. Hazards with a RAC rating of 4, minor, or 5, negligible, may be approved by the EET Chief.
- 3.3. The EET develops scenarios designed to emphasize problem solving, responding to rapidly changing situations, and operating with degraded capabilities in order to evaluate response and flexibility. Participating organizations request evaluation of unit-specific requirements through their EET member. The unit EET member will coordinate and integrate inputs with the full EET and adapt information to the overall scenario.
- 3.4. Prior to exercise initiation, the EET Chief ensures trained and qualified members are available for each area or event to be evaluated. EET members are briefed on exercise objectives, scenario,

expected activities, ground rules, simulations, safety, and known limiting factors. Guidance as to debriefings, reports, badges and uniform requirements will be provided during planning meetings. In addition, exercise objectives, ground rules and approved simulations will be disseminated wing-wide in advance of the initiation of the exercise.

3.5. Performance during an exercise will be measured, recorded and analyzed from a no-fault perspective to identify systemic problems requiring corrective action. To ensure the integrity of contractor assigned members to the EET, exercise support and results will not be used as a cited achievement in the award fee determination process. Additionally, support and results will not be used by government or contractor personnel in potential discussions pertaining to termination for default or termination for convenience proceedings. This prohibition does not preclude contractors from being cited in a positive fashion for outstanding performance while supporting exercises other than stated above.

3.6. In addition to the exercise requirements listed in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*, Chapter 10 Table 10.1. and unit-identified requirements, the following scenarios will be exercised:

3.6.1. Recall. A wing-wide recall will be conducted annually.

3.6.2. Pad evacuation. One pad evacuation will be conducted for each DoD launch system active at CCAFS (Delta, Atlas V, or EELV (Replacing Titan) annually during alternating years. For example, a Delta pad evacuation will be conducted during even years and a Titan pad evacuation will be conducted during odd years. Early coordination with the responsible safety program office, the controlling space launch squadron and the appropriate contractor will maximize participation while minimizing impact on the launch-processing schedule.

3.6.3. Major Accident Response Exercise (MARE). Annual Launch Disaster Control Group (LDCG) will participation in a MARE may be accomplished via actual formation or via table top format.

3.6.4. Mobility exercises will be conducted semi-annually in accordance with AFI 10-403 *Deployment Planning and Execution*, 45 Space Wing Installation Deployment Plan 10-403, and 45 Space Wing Base Support Plan 10-404, Deployment Planning and Execution. One of the two exercises will be concurrent with an Attack Response Exercise (ARE).

3.6.4.1. Exercise Shortfall. Upon notification or receipt of an exercise warning order, units with personnel on TDY/leave will create a document showing Unit Type Code, Unit Line Number, position number, AFSC and rank/name of personnel to be removed from the Deployment Requirements Manning Document. The original must be submitted to 45 MSG/LRF and a copy to 45 MSS/DPMAE at least 1 day prior to processing start time.

3.6.4.2. Units unable to participate in a mobility exercise will submit a letter requesting exception from participation. The letter will be addressed to 45 SW/IG, and provide a valid reason. The letter must be submitted and approved prior to receipt of the first message, if not, the request will then be forwarded to the 45 SW/CV for approval.

3.6.5. Severe weather notification procedures. In accordance with AFI 10-229, *Responding to Severe Weather Events*, the severe weather notification system will be exercised semi-annually. One exercise will be done in conjunction with the NDRE.

3.6.6. One NDRE will be conducted per year in accordance with AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. It will prepare the Wing for hurricane season, 1 Jun - 30 Nov, and will be conducted prior to that season.

3.6.7. Attack Response Exercises. (ARE) including Weapons of Mass Destruction (WMD) and Antiterrorism/Force Protection (AT/FP) exercises.

3.6.7.1. WMD exercises will be conducted annually in accordance with AFI 10-2501 *Full Spectrum Threat Response (FSTR) Planning and Operations*.

3.6.7.2. AT/FP exercises will be conducted in accordance with AFI 10-245, *Air Force Antiterrorism Standards*, AFSPC Supplement 1.

3.6.8. OPA-90 Spill Exercise Requirements. Conduct exercises in accordance with the triennial cycle listed in 45SW OPLAN 32-3 Volumes III A and IV A.

3.7. In some instances, in accordance with AFI 10-2501, Chapter 10, paragraph 10.4.3., exercise requirements may be met by evaluating real-world contingency response activities. It is imperative that any evaluation conducted in response to a real-world contingency does not interfere with or delay unit actions.

3.8. All units conducting exercises that will impact airfield operations will brief the Air Field Operations Flight Commander (AFO/CC) at least 48 hours in advance of the exercise in accordance with AFI 13-203, *Air Traffic Control*. The AOF/CC must approve, in advance, exercises that include removing controllers to alternate facilities or to shelter areas.

4. Training. The EET Chief will attend the On-Scene Commander's Course as soon as possible following appointment. EET members will receive DCG and EET training. All training documentation will be maintained in the EET office.

5. Ground Rules.

5.1. Planning.

5.1.1. Exercises will be coordinated with the 45 SW Commander or Vice Commander to ensure that:

5.1.1.1. Pre-launch, launch, or hazardous activities are not interfered with.

5.1.1.2. Overtime has been authorized for DoD civilians required to participate during non-duty hours.

5.1.1.3. Overtime has been authorized for required contractor personnel participating during non-duty hours.

5.1.1.4. An AF Form 2047, **Explosives Facility License**, listing the pyrotechnics that will be used during the exercise will be prepared for 45 SW/CC/CV's signature. The license is a temporary license, it is time limited valid only during a stated time frame. The requirements for the AF Form 2047, **Explosive Facility License**, will be coordinated with Wing Weapons/Explosive Safety. The Wing Weapon/Explosive section will complete the license. Note the exercise license will not be coordinated with Security Forces and the Fire Department.

5.1.2. Exercises can be conducted during duty hours and non-duty hours. When stated as an exercise objective, scenarios will demonstrate the capability for 24-hour operations.

5.1.3. Exercises will impact contractor activities or personnel only to the degree allowed by the SOW. This includes contractor activities within the cordon. All contractor participation will be coordinated in advance with the 45th Contracting Squadron, the Government Program Office and the EET Chief. Voluntary contractor participation will not require any monetary compensation.

5.1.4. Exercise situations that would normally lead to the implementation of mutual aid agreements will be demonstrated through the use of the sim switch unless thoroughly pre-coordinated with all agencies involved.

5.1.5. Use of pyrotechnics:

5.1.5.1. Smoke grenades, ground burst simulators, etc. will be in strict accordance with AFMAN 91-201, *Explosives Safety Standards*, and only by a trained operator. Training will be provided and certified by EOD personnel. Use of pyrotechnics will have a prior approval of 45 SW/SE (Ordnance Safety).

5.1.5.2. The designated persons required to transport ordnance must be trained on ordnance transportation requirements.

5.1.5.3. The proper paperwork, i.e., DD Form 626, **Motor Vehicle Inspection (Transporting Hazardous Material)**, and DD Form 838, **Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles**, will be accomplished if items are transported off base. A military driver is required, unless a civilian driver is available with a commercial CDL with Hazardous Material endorsement.

5.1.5.4. Once the ordnance is loaded on a vehicle it will not be left unattended. Refueling with ordnance loaded is prohibited.

5.1.5.5. An ordnance-loaded vehicle is not permitted to make stops at such places as fast food establishments.

5.1.5.6. At least two each 2A:10BC fire extinguishers is required for transportation of ordnance. A fire extinguisher should be on hand when the pyrotechnics are being deployed.

5.1.5.7. Pyrotechnics will not be deployed any closer than the following:

5.1.5.7.1. Facility with facing windows - 200 feet.

5.1.5.7.2. Personnel or Vehicles - 125 feet.

5.1.5.7.3. Facility without facing windows - 100 feet.

5.1.5.7.4. Petroleum facilities – 200 feet.

5.1.5.7.5. Explosives storage or operating location – 200 feet.

5.1.5.7.6. Above ground magazines and earth covered magazines – 50 feet.

5.1.5.8. Smoke grenades and Ground Burst Simulators (GBS) will not be used off base unless coordinated with the appropriate civil agencies through the Public Affairs office and the Security Forces Squadron. As appropriate, 45 SW/PA will write and distribute a media advisory in advance of any on-base or off-base 45 SW exercise involving the use of smoke grenades or GBS outlining when and where the exercise will take place in an effort to pre-empt any undue

panic or concern from the general public.

5.1.5.9. In the event of an unexploded ordnance item, ranking team member will establish a cordon around the DUD, taking great care that unauthorized people do not enter the cordon until the pyrotechnic item is made safe by EOD.

5.1.6. The Fire Protection Chief, Air Traffic Control Operations Chief, and commanders will be notified 30 minutes before any exercise involving their respective areas of responsibility to ensure the exercise will not conflict with real-world operations.

5.2. Exercise Exemptions and Simulations.

5.2.1. Requests for exercise exemptions or simulations will be submitted to the EET Chief in writing. The request must include an explanation of mission impact driving the request and how personnel will demonstrate capability in lieu of the actual task. All requests must be received and approved by the 45 SW/CV prior to the initiation of an exercise. The unit will not consider the request approved until the unit has been notified by the EET Chief following 45 SW/CV approval.

5.2.2. Proper safety practices will never be exempt or simulated. An exercise will be placed on temporary hold by any EET member or competent command authority whenever a condition exists which could result in injury, loss of life or property damage, or whenever response forces are required for a real-world emergency. This may include weather warnings calling for lightning within five nautical miles (NM) of the exercise area, depending on the situation. Building exits and evacuation routes shall not be blocked or impeded.

5.2.3. Where safety precautions regarding the use of pyrotechnic device(s) result in sacrificing exercise realism (i.e. standoff distances), consideration will be given to simulating an explosive event by other visual and audible cues.

5.2.4. Emergency vehicles shall obey all safety traffic rules when responding to exercise events. Emergency lights shall only be used when on scene or on the flight line. Vehicle-mounted sirens or horns will be used to announce withdrawal from the accident site during exercises, as appropriate.

5.2.5. Each radio transmission and telephone call containing exercise information will begin and end by stating "THIS IS AN EXERCISE INPUT."

5.2.6. Exercise message traffic will not normally be transmitted off-base except between 45 SW installations and downrange sites (for example, message traffic between PAFB and CCAFS, PAFB and Antigua AS, etc.). When message traffic is required to be transmitted off-base to a non-45 SW installation not involved in the exercise, the transmission will be simulated by completing the message process (without transmission) and providing the EET member a copy marked in bold print "EXERCISE MESSAGE." There will however, be times when exercise messages may be required to be transmitted to HQ and other agencies participating in either MAJCOM or Joint Exercises. Care should be taken to address only those agencies participating in the exercise when transmitting exercise messages.

5.2.7. The following facilities will simulate the evacuation of mission essential personnel through control of entrances and exits (all non-mission essential personnel will evacuate):

5.2.7.1. Base operations dispatch desk.

5.2.7.2. Air traffic control facilities.

- 5.2.7.3. Telephone switchboards.
- 5.2.7.4. Communications centers.
- 5.2.7.5. Fire and weather stations.
- 5.2.7.6. Command Post.
- 5.2.7.7. Control centers.
- 5.2.7.8. Fuel and oxidizer storage areas.
- 5.2.7.9. POL storage facilities.
- 5.2.7.10. Computer rooms.
- 5.2.7.11. Waste disposal facilities.
- 5.2.7.12. Clinic and dental facilities.
- 5.2.7.13. Classrooms where training is in progress.
- 5.2.7.14. Schools, nurseries, base exchanges, commissaries and billeting transient quarters.
- 5.2.7.15. Religious service areas.
- 5.2.7.16. Munitions storage areas.
- 5.2.7.17. Military court facilities.
- 5.2.7.18. Navigation aids facilities.
- 5.2.7.19. Dining facilities and other service areas actively accepting or disbursing money.
- 5.2.7.20. Contractor facilities and offices, except those allowed according to the SOW.
- 5.2.7.21. Active launch complexes and control facilities.
- 5.2.7.22. Range Operations Control Center.
- 5.2.7.23. Active spacecraft facilities.
- 5.2.7.24. Banking facilities, including the 45 SW Paying and Collecting office.
- 5.2.7.25. Security posts.
- 5.2.7.26. Quarters within base dormitories where crew rest is in progress.
- 5.2.7.27. Family housing.

5.2.8. Access to the base, or facilities on the base, during exercises will not be restricted for long periods of time; however, appropriate signs will be displayed at gates announcing the exercise or exercise conditions. After demonstrating capability, the following may be simulated:

- 5.2.8.1. Securing installation gates.
- 5.2.8.2. Searching vehicles, suitcases, briefcases, packages, etc.
- 5.2.8.3. When a cordon blocks major thoroughfares on an installation, EET members or the On-Scene Commander at the cordon may decide to allow traffic to flow following the demonstration of capability. The safety of all personnel must be considered before allowing traffic to flow through a cordoned area.

5.2.9. Recall of personnel on leave or TDY will be simulated. All appropriate paperwork will be accomplished to achieve this task.

5.2.10. The following MARE activities will be simulated, unless identified as a specific exercise objective:

5.2.10.1. Radio calls from aircraft carrying hazardous material will be simulated per AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. During nuclear accident exercises, hazardous materials will be referenced using T.O. 11N-20-11 line numbers.

5.2.10.2. Prolonged wearing of individual protective equipment will be simulated when the Wet Bulb Globe Temperature (WBGT) exceeds 85 degrees. Donning and doffing capabilities will still be demonstrated. The WBGT may be obtained by calling the Command Post.

5.2.10.3. The removal of clothing during decontamination will be simulated.

5.2.10.4. Discharge of fire extinguishing agents may be simulated. Withdrawal actions that would damage government equipment will be simulated. When necessary, the use of forcible entry and egress by Firefighters will be simulated. The use of ground ladders will be simulated when, observed, sustained winds exceed 20 knots.

5.2.11. The following hurricane preparation activities will be simulated:

5.2.11.1. Releasing or evacuating non-essential personnel.

5.2.11.2. Closing and locking gates and evacuating security forces or other mission essential personnel.

5.2.11.3. Transporting all supplies to evacuation sites. The transportation of some supplies may be accomplished as outlined in the exercise objectives.

5.2.11.4. Delivering, installing, or positioning sandbags, generators and storm shutters will be limited to designated locations, as will the securing of facilities and installing protective equipment. All hurricane preparedness materials (sand bags, plywood, ropes, tarps, etc.) will be inspected on an annual basis for serviceability. Specific information will be outlined in exercise objectives.

5.2.11.5. Removing or securing antennas will be limited to designated equipment as outlined in the exercise objectives.

5.2.11.6. Defueling and purging of fuel trucks and aircraft generation equipment (AGE) fuel tanks.

5.2.11.7. Discontinuing mail distribution from the Base Information Transfer Center will be simulated and official, personal and classified mail will not be pulled from distribution bins. The capability to accomplish these tasks may be demonstrated, on a limited basis, as outlined in the exercise objectives.

5.2.11.8. Evacuating aircraft from 45 SW installations. The evacuation of some aircraft may be accomplished as outlined in the exercise objectives with the concurrence of flying unit commanders.

5.2.11.9. Securing equipment necessary for daily aircraft or flight line operations.

5.2.12. Procuring off-base resources will be simulated by accomplishing all documentation required and providing it to the appropriate EET member.

5.2.13. Issuing in-flight lunches, controlled medical items, cash, medical records, special orders, medical inoculations and ammunition will be simulated unless specifically outlined in the exercise objectives.

5.2.14. Evacuation beyond the EEAP will be simulated.

6. Exercises conducted by the 45 SW EET are no-fault and will not be assessed an overall rating. EET evaluators will however categorize inspection results as Strengths, Findings, and Recommended Improvement Areas.

6.1. **Strengths.** Efficient, effective, and/or economical trends or single incidents significantly enhancing mission accomplishment.

6.2. **Findings.** Divided into critical and major deficiencies. Action must be expeditiously taken to track and correct all critical and major deficiencies.

6.2.1. A critical deficiency results, or could result in, mission failure.

6.2.2. A major deficiency has, or could have, significant mission impact.

6.3. **Recommended Improvement Areas.** Trends or single incidents that impede efficient, effective, and/or economical mission accomplishment.

7. Cause Codes. All findings (critical and major deficiencies) will be assigned a cause code in the exercise report. Cause codes are assigned based upon evaluator judgment and are intended as an aid to Commanders for use in determining corrective action. Possible cause codes include:

7.1. **Oversight.** Errors in leadership or supervision at any level.

7.2. **Experience.** Errors committed despite adequate training, oversight, and guidance.

7.3. **Guidance.** Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

7.4. **Training.** Individuals inadequately trained/prepared to accomplish the task.

7.5. **Equipment.** Support equipment unavailable, inadequate, inoperable due to circumstances beyond the unit's control. (Problems within the unit's control would fall under one of the other areas).

7.6. **Other.** Isolated events involving deficient actions of individuals not attributable to any of the previous causes. These errors may be caused by inattention to detail, lack of status monitoring, or failure to communicate.

8. Corrective Action. All units identified in the report as having findings as defined in paragraph [6.2](#) must send a reply reporting corrective actions to the EET Chief with a courtesy copy to the Civil Engineer Readiness Flight (45 CES/CEX). Units may send follow-up reports until the problem is resolved.

CAMERON S. BOWSER, Colonel, USAF
Vice Commander